

State of California
AGRICULTURAL LABOR RELATIONS BOARD

J O B O P P O R T U N I T Y A N N O U N C E M E N T

DATE: August 17, 2012

POSITION: ADMINISTRATIVE ASSISTANT I (Bilingual – Spanish)

SALARY: \$3,658.00 - \$4,446.00

LOCATION: SACRAMENTO

WHO MAY APPLY: Applicants with Spanish proficiency on current eligible lists will be considered or current State employees in transferable classifications. Basis of eligibility must be indicated on application of those in a transferable classification. Applications will be screened and qualified applicants will be interviewed. Appointment subject to SROA provisions.

DUTIES AND RESPONSIBILITIES: Under the direction of the General Counsel, the Administrative Assistant provides administrative and analytical assistance to the General Counsel's Office. The Administrative Assistant takes action, calls attention to significant administrative issues or problems and recommends courses of action to the General Counsel's Office. The incumbent must exercise excellent judgment, discretion, and tact with respect to all confidential materials. The Administrative Assistant must possess excellent interpersonal and communication skills and be able to work well under pressure. The incumbent must be able to multitask in a fast paced environment while maintaining a high degree of organization to ensure timely completion of multiple projects. The Administrative Assistant performs all essential secretarial tasks such as maintaining the General Counsel's appointment calendar, arranging meetings, making travel arrangements, and setting up working files. The incumbent may also provide administrative support for the personnel, business services and accounting staff. In **Spanish**, the incumbent will provide bilingual support for the General Counsel program by drafting and translating legal documents, letters, memos, reports and receiving bilingual calls.

SPECIAL REQUIREMENT: Appointment subject to passing State examination for Spanish fluency.

FINAL FILING DATE: Until filled.

SEND APPLICATION AND RESUME TO:

Agricultural Labor Relations Board
915 Capitol Mall, Room 345
Sacramento, CA 95814
Attn: Dorothy Kojima, Personnel Office
(916) 651-7602

NOTE: No moving or relocation expenses will be paid by the department.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

California Relay/TDD 1-800-735-2929 or 1-800-735-2922 (Voice)